



P.O. BOX 121 CAPE MAY, NJ 08204

EQUITY PROFESSIONAL SINCE 1980

609-602-8703 ♦ eastlynnetheater.org

East Lynne Theater Co. - Managing Director

East Lynne Theater Company is seeking an individual to provide administrative and operational oversight for the organization. Individual must be well organized, self-motivated and able to work independently while ensuring timely completion of required tasks.

Responsibilities include (but are not limited to) the following:

- Track and report on all theater donations, both capital and operating to the Board President and Treasurer.
- Manage East Lynne's mailing initiatives; including appeals, Season Tickets and donor Thank You notes.
- Responsible for season playbill advertisements by communicating with local businesses and organizations to secure advertising commitment. Coordinate layout, printing and payment reconciliation.
- Investigate opportunities for grant funding, communicate to Board and assist with data gathering and submission of grant applications.
- In conjunction with Artistic Director, develop yearly budget for the season including projections of revenue from ticket sales, grant funding, contracts and grant reports.
- Review and submit weekly payroll for all employees and independent contractors.
- Complete and submit Actors' Equity contracts
- Ensure completion of all required documentation for actors associated with theater performances.
- Coordinate schedule for Box Office coverage for each scheduled performance.
- Ensure weekly reconciliation of box office data gathering document to track cash collection, number of tickets sold, point of service sales versus Ticketleap (online).
- Work with Graphic Designer and Marketing Committee on development and distribution of materials for promotion of the theater and its productions.
- Coordinate distribution of show materials, posters and postcards, with volunteer staff.

- Responsible for timely response for all incoming phone and email inquiries related to theater business and activities.

Qualifications:

- Previous experience in administrative role is essential but not required.
- Excellent customer service and communication skills
- Ability to work independently and use sound judgment in prioritizing workload.
- Proficient in Word, Excel and ability to learn and navigate other online programs / websites, specifically Ticketleap, Constant Contact, and potentially others.